

RECORDS MANAGEMENT PROGRAM

MANUAL OF PROCEDURES

PART V

FORMS MANAGEMENT

FORMS MANAGEMENT

Section 5.01 Scope

Chapter 5, Article 8, Section 5, of the Code of West Virginia (1931) provides for the State Records Administrator to establish standards, procedures and techniques for effective management of records.

An important part of an effective records management program is the proper management and control of the creation and procurement of forms. A strong and effective Forms Control and Management Program will increase the efficiency of governmental operations. In addition to improved efficiency, considerable monetary savings will emanate from application of proper design standards, consolidation of similar forms and good procurement practices.

The Forms Management Program, as outlined in this section, applies to all inter-agency and public forms (except tax returns) use and or to be used in the executive branch of the State Government.

Section 5.02 Purpose

The purpose of this section is to establish definitions, requirements and guidelines that will assist each agency in development of its Forms Program.

Section 5.03 Definitions

A form is any document containing information, printed or reproduced by any method with blank spaces left for the entry of additional data. Forms include all permanent as well as all temporary forms; those purchased from commercial suppliers as well as those reproduced internally by any method; those used in the smallest as well as those as the largest quantities. Certain printed items without fill-in space, such as contract provisions, instructions sheets, notices, tags, labels and posters should be considered and treated as forms.

Section 5.04 Program Requirements

Each agency is expected to provide effective control over the creation of forms and to establish a forms management program for the management of all the agency's forms. To accomplish this, each agency shall:

Establish and implement standards and procedures for the submission, review, approval and identification of agency forms.

Maintain a current file of all forms used by the agency.

Implement forms analysis and design standards.

Section 5.04 Program Requirements (Continued)

Implement standards for the reproduction, stocking, and distribution of approved blank forms

Provide essential management information concerning the number, type, printing and stocking costs of approved forms.

Provide for annual review of all approved forms regarding need, design, and potential savings in printing, stocking and distribution.

Prepare written guides, procedures and instructions developed for the forms management program.

Section 5.05 Program Implementation

Actions basic to a forms management program are:

Establish and maintain an inventory of all agency forms.

Analyze all forms inventories and all forms developed in the future in accordance with established standards and guidelines.

Review all forms inventories and all forms developed in the future for design adequacy, maintaining standards, guides, and principles.

Review all forms inventories and all forms for new, revised forms and reprints of approved forms to determine the forms are printed promptly and as inexpensive as possible, specifically determining:

The most effective and economical means of printing and distributing the forms are employed commensurate with the required quality and use of the form.

Proper and adequate inventory level standards should be established.

The form quantity requested is compatible with procedural and inventory requirements.

An acceptable distribution pattern exists for making forms available when and where needed.

Require that each form be supported by a written directive containing instruction for preparing, submitting, and using.

Section 5.05 Program Implementation (continued)

Require each request for a new form to justify the forms essentiality.

Section 5.06 Annual Report

An annual report will be forwarded to the State Records Administrator by each agency outlining the progress of the agency's forms program. The report will include the following information:

- (a) The number of forms on the current inventory.
- (b) The number of new forms designed and put in use during the year.
- (c) The number of forms that were eliminated during the year.
- (d) The number of forms that were consolidated and the number of the new forms resulting from this consolidation.
- (e) The current status of the program.
- (f) Any major problem areas that have resulted in "roadblocks" for the forms program.
- (g) Describe any assistance that might be needed to improve the forms program.

The report will cover the period July 1 through June 30 of each year. It should be received by the State Records Administrator by July 30th of each year.

Section 5.07, West Virginia Forms System

The West Virginia Forms System will include any form whose use is required by two (2) or more executive agencies (Standard Forms) and also any forms that the general public may have to complete (Public Use Forms). All forms designated as West Virginia Forms will be Forms will be appropriately identified by the legend "State of West Virginia" ----- WV-(number)" (Edition Date).

Only those forms designated as West Virginia Forms by the State Records Administrator will have the above stated legend on them.

The implementation of the West Virginia Forms System, and maintenance thereof, is the responsibility of the State Records Administrator.

The need for a standardized West Virginia Forms System is readily apparent. This standardization will require the cooperation of all executive agencies.

Section 5.08 Forms Design Assistance

The Administrator will provide forms design assistance to the executive branch of the State Government upon request. This is a no-cost service furnished by the Records

Section 5.08 Forms Design Assistance (continued)

Management Section of the Information Services and Communication Division, Department of Administration. This assistance will be limited to consultation on form lay-out and specifications and will not result in camera ready copy. Final composition can be done by the Graphic Arts Section of Revolving Fund.